

GOVERNMENT OF TELANGANA
A B S T R A C T

Labour, Employment, Training and Factories Department – Labour Department – Transparency in Registering, Licensing, Renewal and Inspection procedure for facilitating Ease of Doing Business in the ongoing activities of Labour, Employment, Training and Factories Department – Certain Instructions – Issued.

**-----
LABOUR EMPLOYMENT TRAINING AND FACTORIES (LABOUR) DEPARTMENT**

G.O.RT.No. 658

Dated: 19/12/2015

* * *

ORDER :-

The Government of Telangana is envisaging to bring more transparency in the Registering, Licensing, Renewal and Inspection procedure by the Labour, Employment, Training and Factories Department by introducing online services on department websites in addition to Mee seva at present.

2. After examination of the matter Government hereby introduce the following services on online system to facilitate Ease of Doing Business in the Labour, Factories and Boilers Department.

Labour Department:-

1. Online single window system that allows online application, payments, tracking of status, approvals and issuance of the certificate(s) for registration and renewal service for the following acts:
 - a. The Contract Labour (Regulation and Abolition) Act, 1970
 - b. The Shops and Establishment Act
 - c. The Building and Other Construction Workers (Regulation of Employment and Conditions of Service) Act, 1996
 - d. Contract Labour Act (Principal Employer)
2. 'Registration under Shops and Establishments Act' is provided as a service through the online single window system in a manner that allows online application, payments, tracking of status, approvals and issuance of the certificate(s).
3. 'Permission for engaging Contractor for Labour' is provided as a service through the online single window system in a manner that allows online application, payments, tracking of status, approvals and issuance of the certificate(s).
4. Renewal under 'Shops and Establishments Act' is provided as a service through the online single window system in a manner that allows online filing, payments, tracking of status, approvals and issuance of the certificate(s).
5. Inspection procedure through a computerised system of risk assessment based inspections with random allocation of Inspecting Officers to increase the transparency in the inspections
6. Scheduling of Inspection: The scheduling of inspection will be done through the Online Inspection Module. The number of establishments to be inspected will be calculated on a monthly basis for each category (Low, Medium and High) as per the risk criteria.

Contd...2..

7. Issuance of Notice: A computer generated notice will be issued to the establishment for which inspection is scheduled
8. Single joint inspection: To provide facility to conduct joint Inspection through online inspection module
9. Uploading the inspection report in 48 hours of inspection: The inspection report will be uploaded by the inspecting officer within 48 hrs of the completion of the inspection in Online Inspection module. An alert (sms/email) will be sent to the employer so that he may view/download the inspection report
10. Notice of Deficiencies and Compliance: In case of notice of defects in the compliance of any of the Labour laws, the inspecting officer will issue a notice to the Employer through the Online Inspection module. The Employer can take corrective action and upload the compliance report within 15 days.
11. To allow users to login to the portal and view and download the inspection reports submitted on their businesses
12. A system of computerized allocation of inspectors will be designed mandating that the same inspector will not inspect the same establishment twice consecutively
13. A well-defined inspection procedure and checklist will be hosted on department's web site
14. Information on the procedure and a comprehensive list of all documents that need to be provided will be made available on the web site
15. System allows users to download the final signed approval certificate from the online portal.
16. To allow third parties to easily verify approval certificates in the public domain
17. To make available information on clear timelines and fees structure for approval of complete application

Factories Department:-

1. 'Factories license' is provided as a service through the online single window system in a manner that allows online application, payments, tracking of status, approvals and issuance of the certificate(s).
2. 'Factory building plan approval' (under the Factories Act, 1948) will be provided as a service through the online single window system in a manner that allows online application, payments, tracking of status, approvals and issuance of the certificate(s).
3. To provide facility for renewal under 'Factories License' is provided as a service through the online single window system in a manner that allows online filing, payments, tracking of status, approvals and issuance of the certificate(s).
4. To introduce online single window system that allows online application, payment, tracking and monitoring without the need for a physical touch point for document submission and verification

Contd...3..

5. To introduce Inspection procedure through a computerised system of risk assessment based inspections with random allocation of Inspecting Officers to increase the transparency in the inspections
6. Scheduling of Inspection: The scheduling of inspection will be done through the Online Inspection Module. The number of establishments to be inspected will be calculated on a monthly basis for each category (Low, Medium and High) as per the risk criteria.
7. Issuance of Notice: A computer generated notice will be issued to the establishment for which inspection is scheduled
8. Single joint inspection: To provide facility to conduct joint Inspection through online inspection module
9. Uploading the inspection report in 48 hours of inspection: The inspection report will be uploaded by the inspecting officer within 48 hrs of the completion of the inspection in Online Inspection module. An alert (sms/email) will be sent to the employer so that he may view/download the inspection report
10. Notice of Deficiencies and Compliance: In case of notice of defects in the compliance of any of the Labour laws, the inspecting officer will issue a notice to the Employer through the Online Inspection module. The Employer can take corrective action and upload the compliance report within 15 days.
11. To allow users to login to the portal and view and download inspection reports submitted on their businesses
12. A system of computerized allocation of inspectors will be designed mandating that the same inspector will not inspect the same establishment twice consecutively
13. A well-defined inspection procedure and checklist will be hosted on department's web site
14. Information on the procedure and a comprehensive list of all documents that need to be provided will be made available on the Department's web site
 - a. Registration and grant of license under the Factories Act, 1948;
 - b. Approval of plan and permission to construct/ extend/ or take into use any building as a factory under the Factories Act, 1948; and
 - c. Renewal of license under the Factories Act, 1948
15. To introduce a system to allow users to download the final signed approval certificate from the online portal.
 - a. Registration and grant of license under the Factories Act, 1948;
 - b. Approval of plan and permission to construct/ extend/ or take into use any building as a factory under the Factories Act, 1948; and
 - c. Renewal of license under the Factories Act, 1948

16. To allow third parties to easily verify approval certificates in the public domain
 - a. Registration and grant of license under the Factories Act, 1948;
 - b. Approval of plan and permission to construct/ extend/ or take into use any building as a factory under the Factories Act, 1948; and
 - c. Renewal of license under the Factories Act, 1948
17. To make available information on clear timelines and fees structure for approval of complete application
 - a. Registration and grant of license under the Factories Act, 1948;
 - b. Approval of plan and permission to construct/ extend/ or take into use any building as a factory under the Factories Act, 1948; and
 - c. Renewal of license under the Factories Act, 1948

Boilers Department:

1. To provide 'Registration under Boiler Act' as a service through the online single window system in a manner that allows online application, payments, tracking of status, approvals and issuance of the certificate(s)
2. To provide renewal of 'Registration under Boiler Act' as a service through the online single window system in a manner that allows online filing, payments, tracking of status, approvals and issuance of the certificate(s)
3. To introduce online single window system that allows online application, payment, tracking and monitoring without the need for a physical touch point for document submission and verification for
 - a. License under the Indian Boilers Act, 1923
 - b. Renewal of license under the Indian Boilers Act, 1923
4. To make available information on the procedure and a comprehensive list of all documents that need to be provided on the web site
 - a. License under the Indian Boilers Act, 1923
 - b. Renewal of license under the Indian Boilers Act, 1923
5. To introduce system that allows users to download the final signed approval certificate from the online portal.
 - a. License under the Indian Boilers Act, 1923
 - b. Renewal of license under the Indian Boilers Act, 1923
6. To design a system that allows third parties to easily verify approval certificates in the public domain
 - a. License under the Indian Boilers Act, 1923
 - b. Renewal of license under the Indian Boilers Act, 1923

Contd...5..

// 5 //

7. To make available the information on clear timelines and fees structure for approval of complete application
 - a. License under the Indian Boilers Act, 1923
 - b. Renewal of license under the Indian Boilers Act, 1923

The Commissioner of Labour, Telangana State, Hyderabad, the Director of Factories, Telangana State, Hyderabad and the Director of Boilers, Telangana State, Hyderabad shall take necessary further action accordingly.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF TELANGANA)

HARPREET SINGH,
SECRETARY TO GOVERNMENT

To

The Commissioner of Labour, Telangana, Hyderabad.

The Director of Factories, Telangana, Hyderabad.

The Director of Boilers, Telangana, Hyderabad.

Copy to:

The Industries & Commerce Department.

The P.S. to Special Secretary to Chief Minister.

The P.S. to Minister (Home & Labour)

The P.S. to Secretary to Govt., LET&F Department.

// FORWARDED :: BY ORDER //

SECTION OFFICER